

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF GEORGIA
U.S. PROBATION OFFICE**

U.S. PROBATION OFFICER

Vacancy Announcement

Locations: Macon - Position #15-01

Athens – Position #15-02

Columbus – Position #15-03

Grade: CL- 25 step 25 to CL- 28 step 61

Starting Salary: \$49,520

Opening Date: October 6, 2014

Closing Date: November 7, 2014

Description of Vacancy:

The U.S. Probation Office of the Middle District of Georgia is seeking qualified applicants for full-time probation officer positions. Current openings are in our Macon, Athens, and Columbus offices. U.S. Probation Officers conduct investigations, provide recommendations to the court, and supervise persons who have been charged with or convicted of federal crimes.

Representative Duties:

Investigative Duties:

The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission Guidelines and relevant case law. The incumbent testifies in court as to guideline applications, serves as a resource to the court to facilitate proper imposition of sentence, and performs other duties as assigned.

Supervision Duties:

The incumbent supervises defendants/offenders supported by evidence based practices to maximize adherence to imposed conditions, reduce risk to the community and provide correctional treatment. This is accomplished through personal contact with defendants/offenders in office and community settings. Offenders' employment, sources of income, lifestyle and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

Qualifications:

To qualify at the CL 25 level: A four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, human relations, accounting, education, business or public administration and one year of specialized, progressively responsible experience gained after the completion of a bachelor's degree, in criminal or financial investigations, report writing, probation, pretrial

services, human services, parole, corrections, counseling, or work in substance abuse/addiction treatment. Experience as a police, custodial, or security officer, other than criminal investigative experience, does not qualify as specialized experience.

Educational Substitutions:

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience: 1) An overall grade point average equaling 2.90 or better; 2) Standing in the upper 1/3 of class; 3) A 3.5 grade point average or better in the major field of study; or 4) Election to membership in Phi Beta Kappa or other acceptable national honor society. Completion of academic year of graduate work (30 semester or 45 quarter hours) in a field of study closely related to the position equates to one year of specialized experience.

The following qualities are expected:

- Excellent written and oral communication skills, proofing and grammatical skills
- Excellent computer skills, in particular, word processing
- Ability to exercise initiative in handling assignments; perform thorough investigations; analyze and evaluate varied information from multiple sources and form conclusions; and write clear, concise, grammatically correct reports while meeting strict deadlines
- Must possess unquestioned integrity, maturity in judgment, and trust
- Have a demonstrated ability to meet people, inspire confidence, and secure cooperation and teamwork
- Applicants must be U.S. citizens and must also meet age and physical standards established under the Federal Employees Retirement System and its provisions for law enforcement personnel.

Physical Requirements and Maximum Entry Age:

1. The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of federal crimes.
2. Because officers must effectively deal with physical attacks and are subject to moderate and arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.
3. First time appointees to positions covered under law enforcement officer requirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management (OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening. If a provisional hire is authorized, continued employment will be contingent upon successful completion of the OPM investigation and successful completion of a one-year probationary period. The person selected for this position will also be required to submit fingerprints for an FBI background check.

Salary and Benefits:

The appointment will be made at a salary grade of CL 25 with promotional potential to CL 28.

Judicial Branch employees are considered “at will” employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

Interested persons should submit an application packet to include:

- a cover letter* and resume
- Application for Judicial Employment Form AO 78
- Copy of college transcript for bachelor’s degree and any advanced degree
- Narrative addressing the Quality Ranking Factors

*Please note in your cover letter which job number(s) you would like to be considered.

Quality Ranking Factors

Applicants must submit a narrative statement addressing the below listed factors:

1. Describe your qualifications, skills, and abilities that are relevant to the field of probation, pretrial services, corrections, counseling or case management.
2. Describe why you would like to become a United States Probation Officer in the Middle District of Georgia.

The AO 78 Form and additional information are available at www.gamp.uscourts.gov under the employment link.

All documents in the application packet are to be submitted in pdf format. Qualified applicants should e-mail their application packet by close of business EST on November 7, 2014 to Chief U.S. Probation Officer Ellen S. Moore.

Email: ellen_moore@gamp.uscourts.gov

Subject line: Probation Officer Job # ____ (last name, first initial)

Submit ALL documents as PDF attachments

If you are interested in applying for just one position/location, please enter the respective job number in the subject line. If you would like to be considered for more than one position, please note the applicable job numbers. Travel and relocation expenses will not be reimbursed. More than one position may be filled by this vacancy announcement.

Screening Process:

Tier I – Resume Packets Reviewed

Each applicant's resume packet will be reviewed by the screening panel. The most qualified applicants will be selected to move on to Tier II. We anticipate this process to take one week to complete after the announcement's closing date.

Tier II – Testing

Candidates selected to participate in Tier II will be scheduled to take a written test which assesses written and verbal skills as well as analytical reasoning abilities. If the candidate resides more than 90 miles from one of our divisional offices, we will request assistance to administer the test from a Federal Probation Office nearest the candidate. We anticipate this process to take up to two weeks. A review of the tests will be conducted by a panel. Candidates who perform well on the written test will be eligible to move on to Tier III. We anticipate this process to take up to two weeks to complete.

Tier III - Interview

Candidates selected to participate in Tier III will be scheduled for a personal interview before a panel to include the Chief U.S. Probation Officer. Candidates will be notified by the Chief U.S. Probation Officer if they were or were not selected for the position. We anticipate this process to take up to two weeks to complete.

Disclosures:

This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "*Code of Conduct for Judicial Employees*" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Applicants selected for testing and interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

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